

Who is Eligible

Financial assistance is for Montgomery County Department of Recreation programs and only Montgomery County residents are eligible to apply.

You must provide a copy of your most recent Federal Tax Form 1040 (page 1 only) and/or Social Security Income or Benefit Statement.

Pay stubs and W2s are not acceptable. If you are not required to file a 1040 form and/or do not receive income from Social Security, birth certificates and Social Security cards along with the following documents, if applicable, must be provided:

- Proof of unemployment benefits, worker's compensation, union or strike benefits, etc.
- Proof of Temporary Cash Assistance and/or Food Stamps from DHHS indicating the amount and duration of payments
- Proof of child support and/or alimony
- Award letters from pensions, military allotments, etc.
- Separation or divorce agreements
- Proof of termination of employment
- Proof of housing assistance

How Financial Assistance Works

The amount of assistance for recreation programs your family receives is based on the number of dependents and annual family income level. Your family assistance may be used throughout the year for designated programs at all recreation sites. Once assistance for the year has been used, no additional credit will be given until you reapply January 1. Credit balances not used by December 31 will be removed from your account.

Withdrawal from a Recreation Program

Requests for withdrawal from a program must be in writing and may be sent to us by email (rec.refund@montgomerycountymd.gov), fax or mail (see "Ways to Apply").

- You will receive a pro-rated credit if your written request is received on or after the start date of the program.
- You will receive full credit if your written request is received before the start date of the program.
- No withdrawal requests will be considered after the last scheduled date of the program.

Exceptions

Financial assistance is available for most Department programs, with some exceptions, including, but not limited to:

- Senior Trips
- Teen Clubs
- Therapeutic Social Clubs
- Sports league franchise fees
- Gift certificates
- One-time admission costs
- Programs costing less than \$20.00
- Supplemental fees (i.e. materials, transportation, swimming at camps and playgrounds, etc.)


Families are only eligible to use the assistance available on their account at the time of registration. Assistance may not be used as payment on an existing family account for a prior balance or an adjustment on previous registrations.

How to Apply

You may apply for financial assistance at any time. A new application must be submitted each year. **We encourage you to apply for your credit early in the calendar year to avoid delays at time of registration.** To apply, you must provide a completed application along with copies of all applicable documentation (see list under "Who is Eligible"). You will be notified by mail of your family assistance credit.

Ways to Apply

 **Fax:** Management Services 240-777-6857

 **Mail:** Montgomery County
Department of Recreation
Attn: Management Services
4010 Randolph Road
Silver Spring, MD 20902-1099

If you have any questions, please call 240-777-6840.

Montgomery County Department of Recreation - Application For Financial Assistance

Applicant Name _____ Male/Female _____ Date of Birth _____
 Social Security Number _____ Phone (H) _____ (W) _____
 Co-Applicant Name _____ Male/Female _____ Date of Birth _____
 Social Security Number _____ Phone (H) _____ (W) _____
 Address _____ City _____ State _____ Zip _____

Dependents (Children under 19, or children under 24 who are full time students, or members of your household for whom you provide more than half their total support and their gross income is less than \$3000.):

SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____
SSN _____	Birth Date _____	Male/Female _____

I understand: Assistance credit may be issued once per year. A new application must be submitted each year.
 Assistance credit not used by December 31st of each year will be removed from my family account.
 Requests for withdrawal must be submitted in writing.

Applicant's Signature _____ Date _____

DEPARTMENT USE ONLY Proof of Income: ☐ Federal Tax Form 1040, 1040EZ or 1040A - Adjusted Gross Income: _____
☐ Social Security Income Statement - Annual Income: _____
 Number of Family Members _____ Amount of Assistance from Ability to Pay Schedule _____ Date Posted _____
 Documentation Verified by _____ Team _____ Date _____ Management Services _____



MONTGOMERY COUNTY

Department of Recreation

Financial Assistance Procedures

Montgomery County
RECREATION
 DEPARTMENT



The Department of Recreation encourages families and individuals to participate in wholesome recreational programs. To assist with financial needs, the Department provides financial assistance and/or payment plans (for selected programs) to eligible Montgomery County residents.